

How to File a Subsequent Filing Using TrueFiling

1. First, make sure you have completed all the required forms and have saved the signed forms to your computer.
2. If you haven't already done so, create a TrueFiling account.
 - a. Link to [video](#) demonstrating how to create account.
 - b. Link to TrueFiling [registration page](#).
3. Log in to [TrueFiling](#).
4. Click **File**.
5. Click Choose Court and select the **AK Trial Courts** by clicking on the drop down arrow.
6. Click **File to existing case** by clicking on the drop down arrow in the Action field.
7. **Enter case number** include all leading zeros in Search by Case Number Field. (Note: Search by Date function is not used by Alaska; you will need to know the case number to file to a case.) Click Search.
8. Verify Case Number and Case Title is correct. Highlight and click on case information.
9. Click **File to this Case**.
10. Select the **Filer name** by clicking on the drop down arrow in the Filer field.
11. Verify appropriate boxes are selected:
 - ✓ File Document box must be selected if filing all documents with the court.
 - ✓ Serve Document box must be selected if serving filings on other parties.
12. **Upload the documents** and identify each filing type. Be sure to name each filing exactly as shown on the document.
13. **Select Service Recipients** and identify each **Service Type**. Note: When selecting Mail or Personal Service, you are responsible for serving the documents on that party. Click Next on the Filing Validated popup.
14. If your subsequent document requires a filing fee, complete the **Checkout** screen with one of these options:

Option A: Credit Card is saved to your TrueFiling Account

Click Submit and then click Submit again.

Option B: Credit Card is not yet saved to your TrueFiling Account

1. Click Add Payment Account.
2. Complete the Add New Payment Account screen.
3. Click Add Account.
4. Click Submit.

Option C: Submit a Request for Exemption from Payment of Fees (form TF-920)

1. Click Request Fee Waiver.
2. Select either the first or second radio button on the Fee Waiver Options screen.
3. Click the Choose File button and upload your completed TF-920 form.
4. Click Select.
5. Click Submit.

Option D: Indicate that the case is exempt from filing fees pursuant to an Administrative Rule

1. Click Request Fee Waiver.
2. Select either the third or fourth radio button on the Fee Waiver Options screen.
3. Click Select.
4. Click Submit.

15. Click **OK** at the Submission Successful screen.